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Minutes of the **GENERAL PURPOSES SUB-COMMITTEE** of Buckland Monachorum Parish Council held at
Yelverton War Memorial Hall on TUESDAY the 28th NOVEMBER 2017 at 7.00pm

Present: Cllrs L Wood (Committee Chairman), S Britton, D Butland, S Challiss & M Fowler

In Attendance: K Johns (Parish Clerk)

326/17 APOLOGIES FOR ABSENCE were received from Cllrs Larkin, Hustler, Woollacott and Bolitho.

327/17 DECLARATION OF INTERESTS None

328/17 REVIEW AND UPDATE THE CURRENT 2017/18 BUCKLAND GROUNDS MAINTENANCE CONTRACT

The current schedule of work and the wording of the contract word were reviewed. It was **RECOMMENDED** to:

- i. Split the contract into two distinct parts, one for general grounds maintenance works and the other for hedge works and for the Schedule of Works attached as **APPENDIX 1a & 1b** to be adopted.
- ii. The wording on the contract was reviewed and changes were made to the paragraphs that deal with cancellation of contract in order to streamline the process and for the Contract attached as **APPENDIX 2** to be adopted.
- iii. Set the contract for both Hedge Cutting and Grounds Maintenance to roll over for a period of 36 months from 1st April 2018 to 31st March 2021 to enable more competitive quotes and to save Council time spent on tender processing.
- iv. That an annual review will be carried out in January each year to discuss whether a percentage rise on the contract will be awarded for the coming financial year.
- v. For the Clerk to have delegated powers to contract in a company in to undertake the grass cutting in March 2018 (this would have been covered by the previous contract).

329/17 TO AGREE THE TENDER PROCESS FOR BUCKLAND MONACHORUM GROUNDS MAINTENANCE CONTRACT 2018/19

It was **RECOMMENDED** to:

- i. For the Clerk to advertise the tender for two weeks running at the start of January 2018 wherever possible (in the local newspaper, on parish noticeboards, on Council's website, in any other suitable publication plus and to send out copies to suitable companies).
- ii. Request all contractors wishing to bid to walk around the areas with the Clerk and one or two General Purposes Sub-Committee Members available at the time.
- iii. Request from contractors a full breakdown of their quote, listed per item on the Schedule of Work.
- iv. Request from contractors' evidence of insurance and qualifications to use equipment and spray weed killer.
- v. For the tender deadline to be Friday 9th February 2018.
- vi. The General Purposes Sub-Committee to meet on 13th Feb 2018 (after the Planning Committee meeting) to open and make a recommendation on the tenders received.
- vii. Contracts will start on the 1st April 2018

330/17 ITEMS FOR FUTURE AGENDAS To discuss quotes for cemetery hedge reduction works

331/1 **FUTURE MEETING DATES** 13th February GP Committee Meeting at 7.30pm (venue tbc)

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Meeting finished at 8.25pm

Appendix 1a

Buckland Monachorum Parish Council

Clerk: Mrs Kelly Johns, Gull's Cry, 1 Courtenay Road, TAVISTOCK, PL19 0EE

www.bmpc.info • Email: clerk@bmpc.info • Tel: 01822 615893

(Tues to Thurs only, 10am to 12pm - answer machine for calls outside these hours or if Clerk unavailable)

Buckland Monachorum Grounds Maintenance Contract 2018-2021

SCHEDULE OF WORKS:

Please note:

- *Works outlined below to be carried out from 1st April 2018 to 31st March 2021 on a fortnightly basis (defined as between 10 and 18 days) except where highlighted (no grass-cutting in December, January and February).*
- *Normally grass cuttings do not need to be collected but **thick rows of cuttings must be removed.***
- *Care must be taken to avoid headstones being covered with grass cuttings when strimming or mowing.*
- *Spraying of weed killer must be carried out during appropriate weather conditions.*
- *Grass length must be maintained at a level between 1.5 inches and 3 inches.*

CEMETERY - Throughout the year:

1. Mow and strim all the grass throughout the whole cemetery right up to and under boundary hedges and walls, including strimming right to edge of stone wall at front of cemetery.
2. Keep paths cleared and tidy.
3. Cut grass on top of all grave surrounds and mounds. Clear unwanted shrubs, weeds, tree saplings, bracken, brambles and any other such invading species/weeds from all areas including top of graves as they occur.
4. Strim grass/weeds between grave surrounds, around headstones/memorials and around bench hard-standings
5. Spray weed killer around trees/shrubs a twice per annum to include: once during May and once during August.
6. Spray weed killer to base of Laurel hedge on right hand side of old part of Cemetery (from Lych gate) a twice per annum to include: once during May and once during August.
7. Strim path edges.
8. Spray weed killer to all paths, tarmac, car park/lane kerbing and hard-standings including front and rear entrances of cemetery and car park. This should be carried out twice per annum to include: once during June and once during September.
9. Remove bindweed, brambles, bracken, tree saplings and any other such invading species/weeds as they occur around the cemetery including hedges, shrubs, paths, all tarmac / hard-standing areas and any other areas. Weed-killer to be used to help remove such persistent invaders.
10. Strim (or cut) grass verges along the sides of the rear tarmac lane and car park of cemetery.
11. Trim all free-standing shrubs e.g. Yews in the cemetery grounds as/when necessary to keep the shape throughout the year.
12. Strim stone mound (by seat at rear of current burial area) as/when necessary to keep it looking

tidy.

13. Treat mossy tarmac and any other mossy hard-standing areas with moss remover three times per year; once in April, June and August.
14. Keep area around cemetery shed tidy.

CEMETERY cont...

15. Remove old wilting flowers and other old floral tributes.
16. Level sunken graves (approx. 6 per year) with soil from spoil heap (non-kerbed graves in top quarter of old section, in current burial area and cemetery extension).

Throughout the Autumn:

1. Ensure that the three war graves not maintained by the War Graves Commission are tidy in time for Remembrance Sunday.
2. Treat both rear access gates (NOT bare oak Lych Gate), seats and posts with appropriate preservative wood treatment (NOT fencing stain paint). Use Cuprinol (dark brown) only on benches previously stained with this.
3. Clearing of dead leaves that build-up around and under Lych Gate, and along the central drive leading from it.

Throughout the Winter:

1. By mid-December clear and remove all fallen leaves from cemetery drive and grass verge beneath the hornbeams lining the drive.

MILTON COMBE WAR MEMORIAL

1. Undertake weeding to the base and surround of the war memorial twice per year. Once in June and once in September (remove weeds from site).

NEW CEMETERY EXTENSION (to rear or existing cemetery)

1. Cut grass of whole area right up to the boundary stone wall and new hedging along boundary fencing (taking care not damage new hedging).
2. Strim grass edges along the sides of the tarmac lane and turning area.
3. Spray weed-killer to weeds growing on/in tarmac, kerbing, twice per annum to include: once during June and September.

PARISH MEADOW (adjacent to cemetery)

- *Occasionally, sheep may be grazing in the Parish Meadow - prior notice of this will be given.*

 1. Cut all grass (including opening/closing span of large entrance gate)
 2. Spray weed killer around bench, under hedges, along all boundary fences, entrances to meadow. This should be carried out twice per annum to include: once during May and once during August.

CLOSED CHURCH YARD

1. Cut all grass and weeds throughout churchyard including inside and around grave surrounds and headstones.
3. Spray weed killer around trees/shrubs twice per annum to include: once during May and August.

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4. Cut edges of path twice per annum, once in April and September (clear any debris).
5. Keep paths tidy - apply weed killer (including front entrance area of churchyard), a minimum of twice per annum to include: once during May and August.

BUCKLAND MONACHORUM PLAY AREA (adjacent to cemetery)

6. Mow and strim the grassed areas including any raised areas of ground.
7. Spray weed killer on grass/weeds along fence and under the boundary hedges a twice per annum to include: once during June and September.
8. Treat posts and bench seats with appropriate preservative wood (**NOT** fencing stain paint). Use Cuprinol (dark brown) **only on benches previously stained with this.**

BUS TURNING CIRCLE AND BUS STOP BANK (Buckland Monachorum)

9. Mow and strim grass throughout 'roundabout'.
10. Mow and strim grass bank behind bus stop.
11. Spray weed killer along fence twice per annum to include: once during May and August.

CRAPSTONE WAR MEMORIAL

12. Mow and strim all grass inside and outside of granite posts and chain link fence, grass to be collected after each mowing.
13. One week before Remembrance Sunday, mow and strim grass inside and outside of granite posts and chain link fence. **GRASS TO BE COLLECTED**

Appendix 1b

Buckland Monachorum Parish Council

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Buckland Monachorum Hedge Maintenance Contract 2018-2021

SCHEDULE OF WORKS:

- *Please note that some sides and tops of the hedge along the car park and road side will be cut with a flail hedge cutter - these will be indicated during the walk round.*
- *Both sides of hedges to be cut if on Parish Council land, or land accessible by the public.*
- *Hedges to be cut twice per annum; once in February and once in September*

CEMETERY

17. Trim all Leylandii hedging (sides and tops) to previously cut height and depth. Also, the Leylandii roundel by the green cemetery shed.
18. Cut back and trim sides of all other boundary hedges to previously cut height and depth.
19. Trim the tops of the Yew bushes to previously cut height (located between the play park and the cemetery boundary).

NEW CEMETERY EXTENSION (to rear of existing cemetery)

1. Cut down to stone wall any hedging growth, but trim and shape any existing large shrubs and trees growing out of stone wall. Remove all brambles along the wall.
2. Trim and shape the newly planted beech hedging to enable the hedge to reach a height of 6ft when fully grown.

BUCKLAND MONACHORUM PLAY AREA (adjacent to cemetery)

1. Cut all hedges, keeping to previously cut height and depth.

Appendix 2

Buckland Monachorum Parish Council

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Buckland Monachorum Grounds Maintenance Contract & Hedge Contract 2018-2021

REQUIREMENTS OF THE CONTRACTOR:

1. The Contractor must provide all necessary insurances including Employers Liability Insurance, Public Liability Insurance and Third-Party Insurance. The Contractor shall produce to the Council the policies of all such insurances at the start of the Contract and each time the policies are renewed.
2. The Contractor shall comply with all Health and Safety Regulations.
3. The Contractor must indemnify the Council against all loss, injury and damage to any person or property occurring during the course of or by reason of the works carried out by the Contractor.
4. The work referred to in the attached schedule of works must be carried out in a proper and professional manner to the satisfaction of the Council.
5. In the attached Schedule of Works where timing of work is referred to, the Council is mindful of adverse weather conditions that prevail from time to time and therefore the following times are more particularly defined:
Fortnightly: A minimum of 10 days and a maximum of 18 days between visits
Monthly: A visit shall occur at any time between the 1st and 15th of the month

In cases of exceptionally bad weather where visits cannot take according to the times defined above, please liaise with the Clerk in order to keep Council updated.
6. No work is to be undertaken on Sundays or Bank holidays on a regular basis. However, if the circumstances deem it necessary to work on these days e.g. the only dry days in a long period of wet weather, prior notice of at least 48hrs must be given to Council via the Clerk. The Clerk will consult with the Chairman and Vice-Chairman of the Council before any approval is given.
7. No work in on or in connection with the churchyard or cemetery shall be undertaken during an interment or any ceremony of remembrance.

8. The Contractor must provide all tools machinery and other equipment and materials in order to undertake the works described in the attached Schedule of Works. Grass cutting/ hedge cutting machines shall be appropriate for the size of the area being maintained. Cutters of all mowers/ hedge cutters shall be sharp, properly set and shall cut evenly and cleanly.
9. The Contractor must inspect all areas on each occasion before commencing grass cutting operations, and shall remove and dispose of all litter, stones and other debris which might cause personal injury, or damage to machinery, equipment and installations. (Delete as appropriate)
10. Once a task has commenced in an area, the whole area should be completed with the minimum of delay.
11. The Contractor must take care not to damage any graves or remove any grave numbers.
12. The Contractor must take care to avoid headstones being covered with arisings (grass cutting, hedge cutting, tree and shrub trimming etc.). If this is unavoidable, such arisings to be cleared from headstones on the same day as the various items of work are undertaken.
13. All arisings (grass cutting, hedge cutting, tree and shrub trimming etc.) scattered on the road and paths to be cleared on the same day as the various items of work are undertaken.
14. At times of Council's discretion, the Council will make four inspections in the year of the areas covered by the contract to ensure the Schedule of Work is being complied with.
15. The Contractor must report immediately to the Council any safety concerns they have or any issues which affect their ability to undertake the works listed in the attached Schedule of Work.
16. The Council will make payment to the Contractor on a monthly basis following receipt of an invoice for the work undertaken. Provided the Council is satisfied that all works have been carried out in accordance with the terms and conditions herein contained and as described in the schedule attached, all monies will be paid in full at the end of the month billed for. If all works have not been completed to the satisfaction of the Parish Council, the Clerk, with the Approval of the Chairman or Vice-Chairman will make a payment based on the percentage of work satisfactorily undertaken.
17. If, for any reason the Contractor should fail to carry out the work specified in the attached Schedule of Works, or fail to adhere to any of the terms and conditions of the contract, the Council will issue a written warning requiring specified works to be completed to the

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satisfaction of the Council. Should the Contractor fail to rectify the items specified in the written warning, the Council will serve upon the Contractor a Notice of Dissatisfaction, herein referred to as a 'Notice'. Such a Notice will allow the Contractor 14 days to rectify all items of dissatisfaction or show compliance with the terms and conditions herein contained. If the Contractor fails comply with the Notice

Should the Council have cause to serve more than two Notices in a contract year (1st April - 31st March), then it will immediately terminate the contract and no further payments will be made and all retention monies will remain with the Council.

Signed.....

Date.....